

SPECIAL INSPECTIONS CERTIFICATION

(General Requirements and Instructions on the reverse of form)

POST AT JOB SITE WITH PERMIT

To Be Completed by Engineer/Architect responsible for the Special Inspection

Project Name:	Site Address:	Permit No.
Project/Property Owner:	Mailing Address:	Phone No. () -
Engineer/Architects Name:	Mailing Address:	Phone No. () -

Arizona Registrant, (Seal, Sign and Date)

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner's Agent as the Engineer/Architect responsible for implementing the Special Inspections Program required by the City of Flagstaff. I have determined that the types of work checked below require Special Inspection and that the individual(s) or firm(s) named below are qualified to perform the Special Inspections. I understand and agree to inform the project owner, the contractor(s), and the Special Inspector(s) all Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be an independent third-party individual(s) or firm(s) and shall not be the installing contractor(s). When a registrant is not involved in the design, this form shall be completed by the property owner or his/her agent.

(Seal)

Registrant: _____
(Printed name, sign & date seal)

Or Owner/Agent _____
(Printed name)

Signature & Date: _____

Yes	No	Types of Work Requiring Special Inspection (Supplement if necessary)	Name of Qualified Special Inspector(s) or Firm(s)
		Concrete	
		Bolts Installed in Concrete	
		Special Moment-Resisting Concrete Form	
		Reinforcing Steel & Pre-stressing Steel Tendons	
		Structural Welding	
		High-Strength Bolts	
		Structural Masonry	
		Expansion/Epoxy Anchors	
		Other (specified)	

Special Inspection Program Reviewed by Building Official or Building and Safety Manager:

(for Building Official/Building & Safety Manager: _____ Date: _____)

SPECIAL INSPECTION PROGRAM

The following are general requirements and instructions for processing the Special Inspection Program form and general information for persons responsible for the Special Inspections.

The Special Inspector shall be a qualified person who demonstrates competence to the satisfaction of the Building Official for the type of work requiring Special Inspection. The Building Official shall reply of the Engineer/Architect (Arizona Registrants) responsible for Special Inspections to determine the individual(s) or firm(s) qualified to perform each type of test or inspection. These individual(s) or firm(s) shall be responsible for performing the Special Inspection tasks and reports required by the City of Flagstaff.

The Special Inspector(s) shall be an independent, third-party individual, firm or testing agency and shall not be the installing contractor or any other person responsible for the work. 2006 IBC Section 1704 (Chapter 17); updated: 18 January 2008

Exceptions: For residential projects (single family detached, duplexes, and townhouses), the contractor and/or owner-builder may use the Arizona Registrant that designed the project as the Special Inspector. For certifications of Soil Report requirements, the contractor and/or owner-builder may use any geotechnical firm to provide the field report and final certifications for the project. The geotechnical firm does not have to be the same firm that did the original investigation report.

GENERAL REQUIREMENTS:

Special Inspections include, but are not limited to, observation of the work assigned for conformance with the approved design drawings and specifications, and submission of appropriate inspection reports to the City of Flagstaff inspector.

SPECIAL INSPECTOR:

The individual(s) or firm(s) responsible for the Special Inspections shall **complete a signed written report after each site visit** requiring Special Inspection. The Special Inspector(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of Flagstaff Building Inspector for review. All discrepancies shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the responsible engineer/architect and to the City of Flagstaff Building Inspector.

The Special Inspector shall submit a **final signed report** to the engineer and to the City of Flagstaff Building Inspector providing final test results and stating whether the work requiring special inspection was, to the best of the inspector's knowledge, in compliance with the approved plans and specifications and applicable workmanship provisions of the code. Final inspection approval and/or issuance of a Certificate of Occupancy will not occur until all Special Inspection reports have been received and accepted by the City of Flagstaff Building Inspector.

Any person who would like to be considered eligible to perform Special Inspection(s) with in the City of Flagstaff must submit their credentials, certifications, licenses, and/or resume for our files. A file of all eligible Special Inspectors will be maintained with the Commercial Plans Examiner. Updates and currency is the responsibility of the Special Inspector.

(Updated: 24 December 2007)